



**King County**  
**COMMUNICATIONS SPECIALIST IV**  
**DEPT. OF NATURAL RESOURCES & PARKS/WASTEWATER TREATMENT DIVISION**  
**TECHNICAL PUBLICATIONS UNIT**  
**Annual Salary Range \$60,585 - \$76,795**  
**Job Announcement: 04EM4101**  
**OPEN: 5/24/04      CLOSE: 6/4/04**

**WHO MAY APPLY:** This career service position is open to all employees on the King County payroll.

**WHERE TO APPLY:** Required forms and materials must be submitted to **Wastewater Treatment Division-HR, 201 S. Jackson St., MS-KSC-NR-0511, Seattle, WA 98104**. **PLEASE NOTE:** Applications not received at the location specified above may not be processed. Application materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Tim Aratani at 206-263-6565 for additional information.

**FORMS AND MATERIALS REQUIRED:** A [King County application form](http://www.metrokc.gov/ohrm/jobs/JobApplications.htm), resume and letter of qualification that describes how your education and experience meet or exceed the qualifications required to perform the job duties of the position. Application forms may be downloaded from <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>

**WORK LOCATION:** King Street Center, 201 South Jackson Street, Seattle.

**WORK SCHEDULE:** This full-time, career service position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The regular workweek is full-time 40 hours, Monday through Friday.

**PRIMARY JOB DUTIES INCLUDE:**

1. Supervise staff involved in developing wastewater facilities operations, maintenance, procedures and safety documentation manuals. Make effective recommendations on hiring, evaluation and performance management of technical writers, editors and illustrators.
2. Assess budget needs for assigned communications programs. Monitor budgets to ensure expenditures are within established guidelines. Conduct cost analyses in support of new programs and/or materials and make recommendations on the feasibility of these programs and/or materials.
3. Formulate communications programs, plans and strategies.
4. Work with community groups and/or internal customers to assess needs; design special activities to meet those needs.
5. Establish style and graphics standards for assigned publications and ensure that publications developed are consistent with these standards.
6. Develop scope of work for new projects' alternative action plans.
7. Identify and analyze issues of concern and emerging trends to key audiences; oversee the development and review of strategic communication objectives, techniques and plans.
8. Conduct consultant and vendor selection for technical publication services and oversee the work of outside consultants and vendors.

**QUALIFICATIONS:**

- Two (2) years of supervisory experience that demonstrates the ability to effectively delegate to, and supervise the work of others.
- Knowledge of supervisory techniques and principles in a union environment.
- Knowledge of communications principles, methods and materials.
- Knowledge of presentation methods and techniques.
- Knowledge of budgeting techniques and principles.
- Knowledge of regulatory and legal requirements for projects and programs.
- Demonstrated ability to organize work assignments and set priorities.
- Working knowledge of project management techniques and principles.
- Demonstrated ability to identify and assess the communication needs of targeted audiences.
- Demonstrated ability to identify and develop short- and long- range communication plans and/or strategies.
- Demonstrated ability to be sensitive to the political environment and to comprehend the global perspective of agency actions.
- Demonstrated ability to act in a tactful and diplomatic manner and work on sensitive issues with diverse groups of individuals.

**UNION REPRESENTATION:** This position is not represented.

**CLASS CODE: 252401**